

TEXAS DEPARTMENT OF PUBLIC SAFETY

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Supplemental Letter for FY 2013 Semi-Annual HUB Report for Agency Number 405

The Texas Department of Public Safety (TXDPS) is committed to the utilization of Historically Underutilized Businesses (HUBs) and minority/woman-owned firms by contracting both directly and indirectly through subcontracting opportunities. Our good faith efforts to maximize HUB participation for the period of September 1, 2012 to February 28, 2013 include the following:

- Developed internal HUB Program policy and procedures, internal and external HUB trainings, and HUB Web pages for TXDPS Internet and Intranet;
- Participated in pre-procurement meetings and reviews to ensure HUB inclusion, and pre-bid vendor conferences to provide information on HUB requirements and HUB Subcontracting Plan (HSP);
- Conducted post award meetings to cover HUB reporting requirements in contracts over \$100,000;
- Conducted HUB subcontracting plan (HSP) trainings to current and potential contractors, agency contract managers, purchasing personnel, the HUB vendor community, and other interested parties;
- Administered Comptroller of Public Accounts (CPA) HUB rules;
- Participated in HUB Discussion Workgroup (HDW) meetings to gain knowledge of HUB rules, and provide feedback on related requirements;
- Encouraged and assisted qualified minority and woman-owned businesses to become HUB certified;
- Managed 3 TXDPS sponsored mentor-protégé relationships and continued with efforts to identify and establish additional formalized relationships as required by 34 TAC 20.28;
- Provided training to HUB vendors in regards to accessing agency expenditures by Comptroller object code, which enables them to target the agencies that purchase their products in large volumes;
- Determined subcontracting opportunities for inclusion of HUB subcontracting plans in contracts over \$100,000 when applicable, and evaluated HUB subcontracting plans for compliance as required by 34 TAC 20.14;
- TXDPS submitted 6,348 bids to certified HUBs, received 316 responses from certified HUBs, and awarded 166 contracts to certified HUBs;
- Participated in 7 economic opportunity forums (EOFs) related to HUB outreach events statewide;
- Participated in 7 Internal HUB forums providing 10 HUBs the opportunity to give business presentations to agency management, purchasing, and HUB staff as required by 34 TAC 20.27;
- Certified HUB procurement card expenditures: \$416,893.32;
- Certified HUB subcontracting expenditures in delegated TXDPS procurements: \$36,651.69;
- Certified HUB subcontracting expenditures in non-delegated (i.e. TFC) TXDPS procurements \$207,584.53; and,
- Developed and provided internal HUB expenditure reports and program briefings to executive management.

Please let me know if you have any questions or need additional information. I may be reached at (512) 424-5255 or by e-mail at dana.collins@dps.texas.gov.


Dana L. Collins
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